

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

SEFF COPY OF THE SENATE
16 NOV -7 AM 11:59

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): National Cable & Telecommunications Association (NCTA)

Travel date(s): October 13-14, 2016

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$409	\$301	\$90	
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See Attached

11/7/16

(Date)

Lance A. West Jr

(Printed name of traveler)

[Signature]

(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

11/7/16

(Date)

[Signature]

(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Lance West

Employing Office/Committee: Senator Joe Manchin III

Private Sponsor(s) (list all): National Cable & Telecommunications Association (NCTA)

Travel date(s): October 13-14 2016

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): New York City, NY

Explain how this trip is specifically connected to the traveler's official or representational duties:

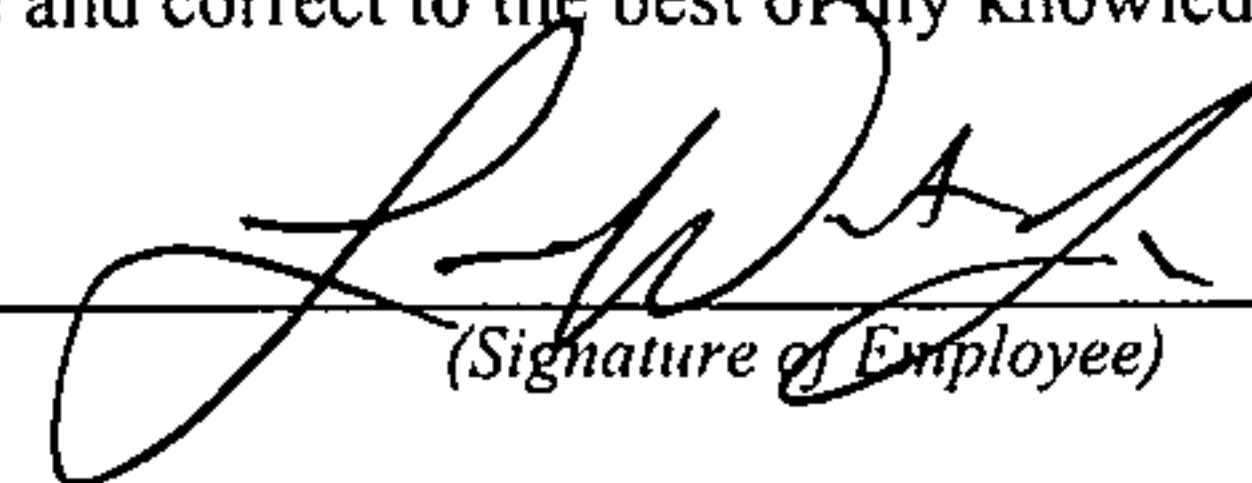
The trip will focus on issues related to the cable telecommunications industry such as the development of content, intellectual property, the internet and the delivery of these products to consumers. As the Legislative Assistant for Senator Manchin's work on the Commerce Committee, this experience will allow me to better understand the issues and opportunities for the industry.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

9/13/16
(Date)


(Signature of Employee)

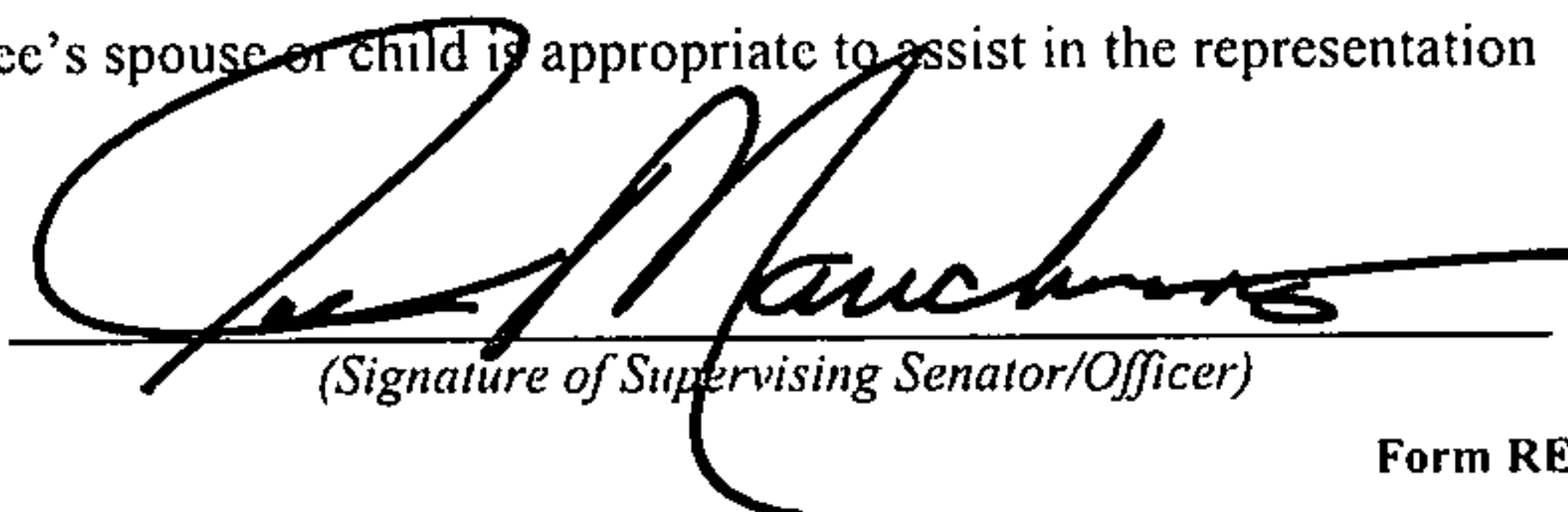
TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Manchin hereby authorize Lance West
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

9/13/16
(Date)


(Signature of Supervising Senator/Officer)

NCTA CREATIVITY & CONNECTIVITY CONGRESSIONAL STAFF TRIP NEW YORK

Thursday, October 13, 2016

9:30 - 10:30 a.m.

Tour and Presentation on IP protection and copyright
Food Network Test Kitchen, Chelsea Market
75 9th Avenue

During the tour and presentation of the Food Network our group experienced how the content of the network is created, produced, and transmitted to viewers. The tour included a look inside the studios and kitchens of the Food network where chefs work on their dishes for both tv and print media. Finally, we listened to a presentation on the cost of producing content and the opportunities for continued innovation in their industry.

10:45- 11:45 a.m.

Tour and Presentation on the value of cable programming
NY1 Studios, Chelsea Market
75 9th Avenue

Touring NY1 Studios provided an opportunity to see behind the scenes of how the news of New York City is reported and delivered to viewers. It was eye opening to see how the reporters took the news from the source, packaged it into digital or video, and passed it on to viewers. Our presentation focused on the history and role of NY1 in reporting the news to the various communities spread throughout the city.

12:00 - 1:00 p.m.

Tour and Presentation on the structure of the internet and data centers
Internet Exchange Point, 111 8th Avenue

Our visit started with a presentation from the director of the Level 3 facility in the heart of Manhattan through which internet service providers and content delivery networks exchange internet traffic. We were briefed on the importance of the infrastructure to the consumers experience with the internet. Following the brief, we toured the massive facility of hardware that sits in downtown New York and facilitates the transfer of information throughout the world.

1:30 - 3:30 p.m.

Lunch Presentation and Tour on the content production process and IP Protection
Comcast/NBCU, 30 Rockefeller Plaza

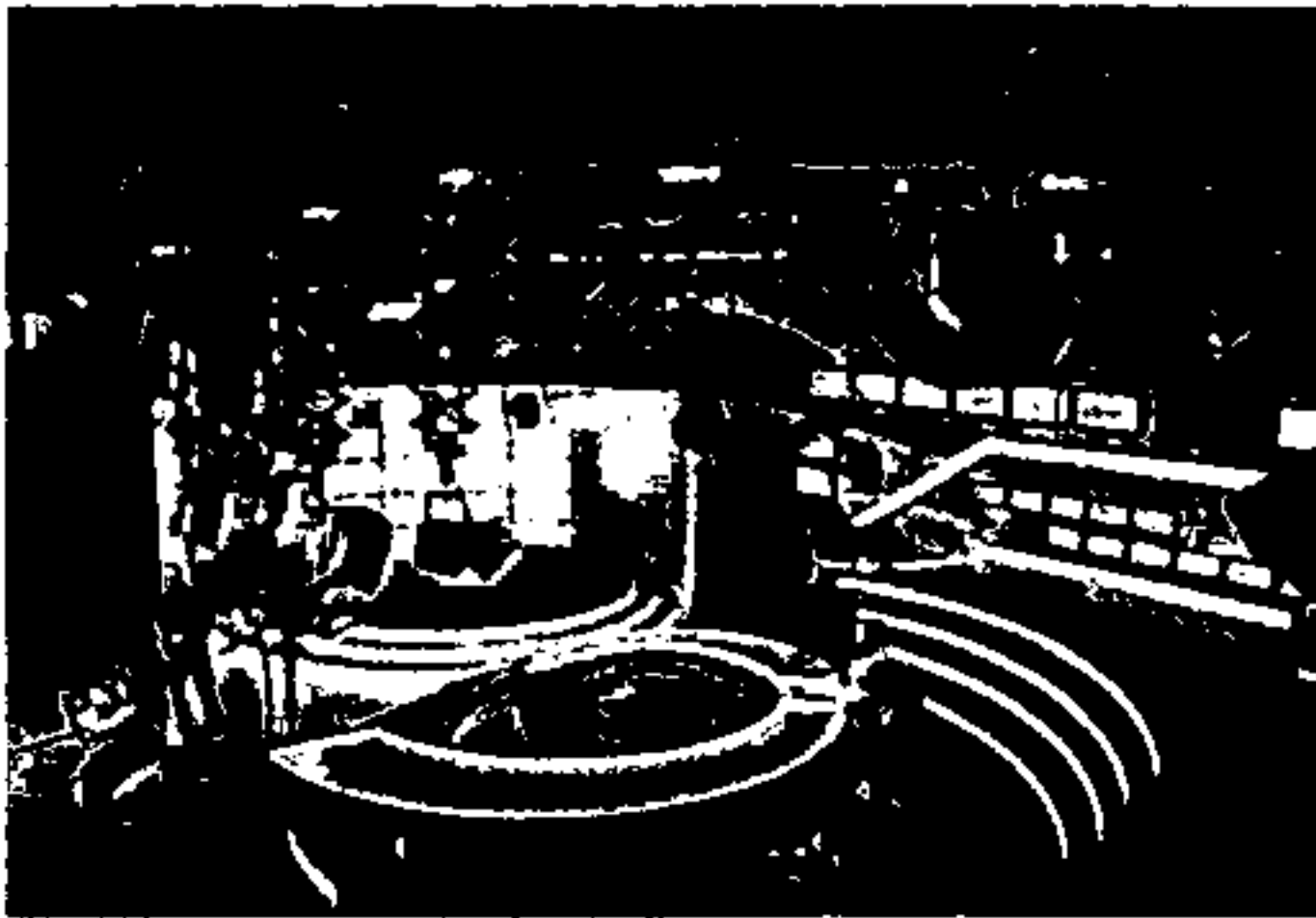
This in-depth behind the scenes visit to Comcast/NBC provided great insight into the process of creating and delivering content to viewers. We started



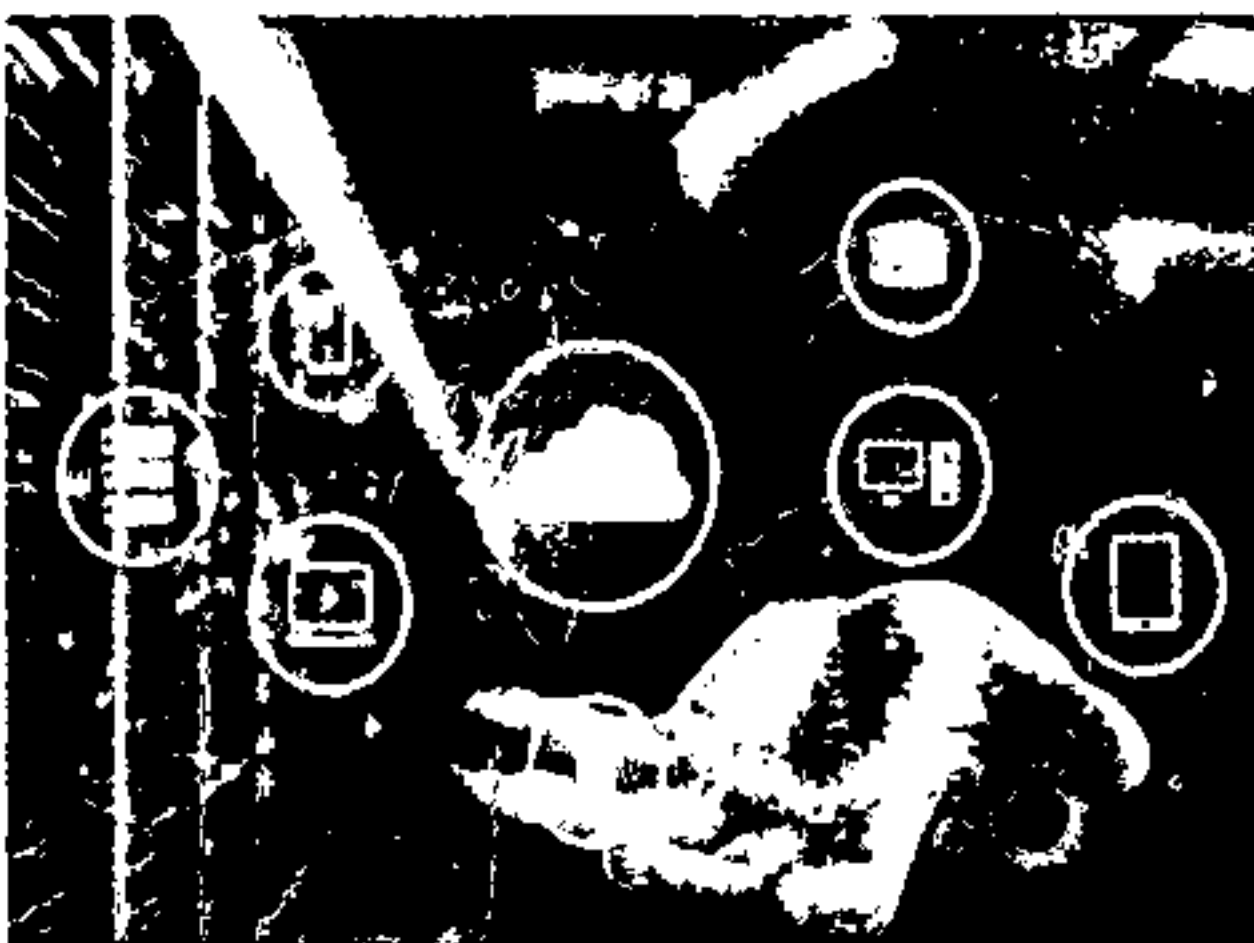
YOU'RE INVITED!

CREATIVITY AND CONNECTIVITY TRIP TO NYC

On behalf of NCTA and its members, we are pleased to invite you to join us and participate in **"Creativity and Connectivity Trip to NYC: Witness How Content Gets Made and Delivered to Your Screen"** in New York City on October 13-14, 2016.



With 24-hour news cycles and television shows resembling high budget movie productions, the resources poured into getting content on television has changed dramatically. Get unique insight into the production of both live and pre-recorded content while gaining a deeper understanding of why intellectual property rights and copyright protection is so crucial to our industry.



The video and broadband industries have seen a lot of change over the last few years and our member companies are working nonstop to respond to the wants and needs of their customers. Hear from leaders and experts about trends in the industry and take facility tours to see firsthand how our companies are working to bring new and innovative video and broadband services to consumers.

This invitation is non-transferable. Please RSVP by September 13. The Private Sponsor Travel Certification Form can be found [here](#), as well as the trip itinerary for your submission to the Ethics Committee. If you have any questions, please contact Elizabeth Rothenberger at erothenberger@ncta.com or 202-222-2424. She will coordinate all of your travel.

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): National Cable & Telecommunications Association (NCTA)
2. Description of the trip: Travel to New York City to visit various member programmer and operator offices for facility tours and presentations by industry experts.
3. Dates of travel: Thursday, October 13, 2016--Friday, October 14, 2016
4. Place of travel: New York City, NY (NYC)
5. Name and title of Senate invitees: Attached
6. I *certify* that the trip fits one of the following categories:
☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- OR -
☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- AND -
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- AND -
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

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☒ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

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- Briefly describe each sponsor's prior history of sponsoring congressional trips:
- NCTA has sponsored congressional trips for Members of Congress and Congressional staff to our annual

- e Sponsor Certification - Page 2 of 4

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

NCTA invites speakers from various parts of the industry to provide unique insights. We also organize tours and presentations to give Congressional staff a deeper understanding of the technology and engineering required to provide quality video content and broadband service to consumers.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$385 train \$100 ground transport	\$306	\$15 Breakfast \$25 Lunch \$75 Dinner \$15 Other Meals	
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

B.) Each event is being planned specifically with regard to Congressional participation

18. Reason for selecting the location of the event or trip

Many of our member companies have headquarters in New York City allowing us to visit many locations in one day and give staff a diverse experience.

19. Name and location of hotel or other lodging facility:

Le Parker Meridien, 119 W 56th St, New York, NY

20. Reason(s) for selecting hotel or other lodging facility:

This hotel offered us a block of rooms at the government rate, provided the best contract terms, and offered a convenient location that allowed for easy travel to member company offices.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging is the same as the given per diem rate. GSA per diem for meals is \$74 per day. NCTA estimates \$130 total, which includes reimbursement for breakfast on Friday morning. Meal costs are slightly higher than normal because the number of people requires prix fixe menus.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

NCTA will provide round trip business class on Amtrak.

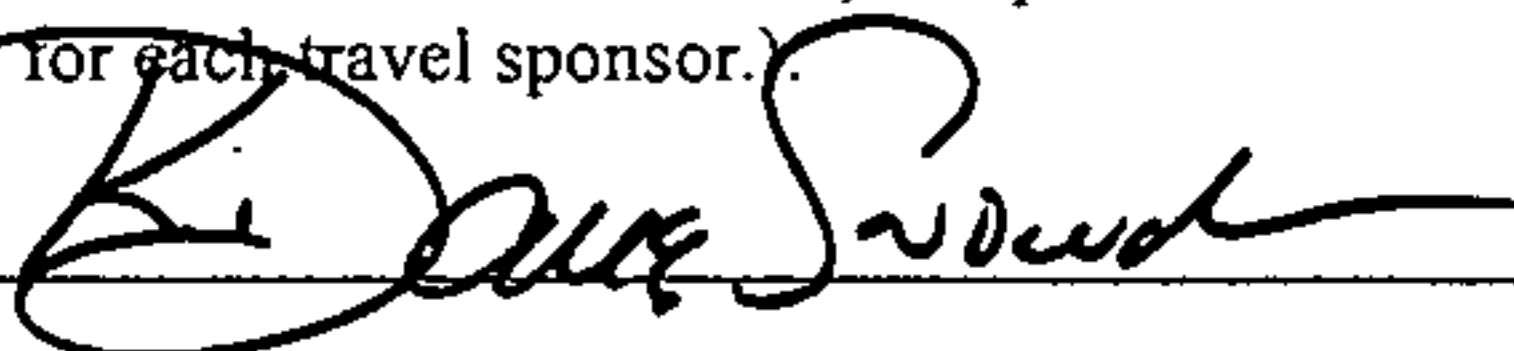
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

Staff will attend a live taping of a show. It is important for staff to see the process involved in production from beginning to end and the number of people impacted as we talk about IP theft & copyright protection

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.)

Signature of Travel Sponsor:



Name and Title: K. Dane Snowden

Name of Organization: National Cable & Telecommunications Association

Address: 25 Massachusetts Avenue NW, Suite 100, Washington, DC 20001

Telephone Number: 202-222-2314

Fax Number: 202-222-2514

E-mail Address: dsnowden@ncta.com

SENATE - 45 (Tier1: 33; Tier2: 12)

Last	First	Party	Office	Title	Email	Reason for Inviting
Bone	Shawn	D	Senate Committee on Commerce, Science,	Communications Counsel	Shawn_Bone@commerce.senate.gov	Commerce Committee Minority Staff
Branscome	John	D	Senate Committee on Commerce, Science,	Senior Communications Counsel	john_branscome@commerce.senate.gov	Member of Commerce Committee
Carroll	Melika	D	Office of Senator Brian Schatz (HI)	Policy Advisor	melika_carroll@schatz.senate.gov	Member of Commerce Committee
Decker	Sara	R	Office of Sen. Marco Rubio (FL)	Legislative Director	sara_decker@rubio.senate.gov	Member of Commerce Committee
Doyle	Scarlet	R	Office of Sen. Dean Heller (NV)	Legislative Assistant	scarlet_doyle@heller.senate.gov	Member of Commerce Committee
Engibous	Robyn	R	Office of Senator Dan Sullivan (R-AK)	Deputy Chief of Staff	robyn_engibous@sullivan.senate.gov	Member of Judiciary Committee
Ericson	Brooke	R	Senate Homeland Security Committee	Deputy Chief Counsel	brooke@ericson@hsgac.senate.gov	Homeland Security Committee Staff
Huang	Gerald	R	Office of Senator Perdue	Legislative Assistant	Gerald_Huang@perdue.senate.gov	Member of Judiciary Committee
Khanna	Ayesha	D	Office of Senate Minority Leader Harry Reid	Counsel and Policy Advisor	Ayesha_Khanna@reid.Senate.gov	Leadership
Levin	Garrett	D	Office of Senator Patrick Leahy (VT)	Senior Counsel	garrett_levin@judiciary-dem.senate.gov	Judiciary Committee Minority Staff
McCarty	Lauren	R	Office of Senator Steve Daines (MT)	Legislative Assistant	lauren_mccarty@daines.senate.gov	Member of Commerce Committee
Orlando	Greg	R	Senate Subcommittee on Communications,	Counsel (MAJ)	greg_orlando@commerce.senate.gov	Commerce Committee Majority Staff
Paul	Sydney	D	Office of Senator Gary Peters (MI)	Legislative Assistant	Sydney_Paul@peters.senate.gov	Member of Commerce Committee
Quinalty	David	R	Senate Committee on Commerce, Science,	Policy Director, Communic	david_quinalty@commerce.senate.gov	Commerce Committee Majority Staff
Rigsby	Hap	R	Senate Subcommittee on Communications,	Professional Staff Member	hap_rigsby@commerce.senate.gov	Commerce Committee Majority Staff
Rogers	Natalie	R	Office of Senator Cory S. Gardner (CO)	Deputy Chief of Staff	natalie_rogers@gardner.senate.gov	Member of Commerce Committee
Rybicki	David	R	Office of Senator Perdue	Counsel	david_rybicki@judiciary-rep.senate.gov	Member of Judiciary Committee
Slaughter	Rebecca Kelly	D	Office of Senator Chuck Schumer (NY)	Chief Counsel	Rebecca_Kelly_Slaughter@judiciary-dem.senate.gov	Member of Judiciary Committee
Susskind	Jamie	R	Office of Senator Deb Fischer (NE)	Legislative Counsel	jamie_susskind@fischer.senate.gov	Member of Commerce Committee
Swanson	Dan	D	Office of Senator Richard Durbin (IL)	Counsel	dan_swanson@judiciary-dem.senate.gov	Member of Judiciary Committee
Tully	Crystal	R	Office of Senator Roger F. Wicker (MS)	Legislative Counsel	crystal_tully@commerce.senate.gov	Member of Commerce Committee
Bush	Cort	R	Office of Senator Jerry Moran (KS)	Senior Policy Adviser	cort_bush@moran.senate.gov	Member of Commerce Committee
Choate	Nick	D	Office of Senator Claire McCaskill (MO)	Senior Legislative Assistant	nick_choate@mccaskill.senate.gov	Member of Commerce Committee
Farrell	Sean	R	Office of Senator Roy Blunt (MO)	Legislative Assistant	sean_farrell@blunt.senate.gov	Member of Commerce Committee
Lari	Rita	R	Senate Judiciary Committee (Majority Staff)	Counsel	rita_lari@judiciary-rep.senate.gov	Judiciary Committee Majority Staff
McLean	Sean	R	Office of Senator Ted Cruz (TX)	Legislative Assistant	sean_mclean@cruz.senate.gov	Member of Commerce Committee
Nabavi	Jonathan	R	Senate Judiciary Committee (Majority Staff)	Counsel	jonathan_nabavi@judiciary-rep.senate.gov	Judiciary Committee Majority Staff
Nolan	Joe	R	Office of Senator Thom Tillis (NC)	Legislative Assistant	joe_nolan@tillis.senate.gov	Member of Judiciary Committee
Popp	Monica	R	Office of Senate Majority Whip John Cornyn	Deputy Chief of Staff	Monica_Popp@cornyn.senate.gov	Member of Judiciary Committee/Leadership
Raab	Scott	R	Office of Senator Mitch McConnell (KY)	Policy Advisor	scott_raab@mcconnell.senate.gov	Member of Judiciary Committee
Sanderson	Claire	R	Office of Senator John Cornyn (TX)	Legislative Assistant	claire_sanderson@cornyn.senate.gov	Member of Judiciary Committee
Wender	Joseph	D	Office of Senator Ed Markey (MA)	Senior Policy Adviser	joseph_wender@markey.senate.gov	Member of Commerce Committee
West	Lance	D	Office of Senator Joe Manchin (WV)	Legislative Assistant	lance_west@manchin.senate.gov	Member of Commerce Committee

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5:55 - 8:56 a.m.

9:30 - 10:30 a.m. Tour and Presentation on IP protection and copyright
Food Network Test Kitchen, Chelsea Market
75 9th Avenue

12:00 - 1:00 p.m.	Tour and Presentation on the structure of the internet and data centers Internet Exchange Point, 111 8 th Avenue
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4:30 - 7:00 p.m. Attend Taping of The Daily Show
733 11th Avenue

- Prior to the actual taping there will be a briefing from Viacom (who owns Comedy Central) relating to the importance of protecting piracy and intellectual property because of the amount of time and resources put into a single production. They will point out what to look for and notice as the taping is happening. There is also the component of seeing it happen in person. For example, the production team goes to great lengths to ensure that the content is not pirated or leaked online prior to it airing that night such as briefing the audience before taping begin and stationing private security throughout the audience during taping to monitor cell phone use. They will see the various cameras being operated, how images are overlaid in real time, re-takes, and the production process and resets that occur during each commercial break. All of this as a package contributes to the understanding staff have of the what it takes to put out a single episode of a show and why it is important to protect content and IP and those who are affected by weak public policy. There is a lot of action on behalf of the crew that happens behind the scenes of a production aside from

the final product that is put out. There is no monetary value to attending the taping so House staffers are receiving no benefit of monetary value by attending.

8:00 - 10:30 p.m.

Dinner

Lavo NYC, 39 E 58th St

Overnight at Le Parker Meridien

119 W 56th St

New York, NY 10019

Friday, October 14, 2016

9:00- 11:55 a.m.

Acela 2151 Train to DC

Penn Station

00000000009372

United States Senate

SELECT COMMITTEE ON ETHICS

September 29, 2016

Lance West
Office of Senator Joe Manchin
United States Senate
Washington, DC 20510

Dear Mr. West:

This responds to your recent correspondence concerning an invitation you received to travel to the “Creativity and Connectivity” tour, in New York, New York on October 13-14, 2016, sponsored by the National Cable & Telecommunications Association (NCTA). The NCTA certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*¹ related to the travel and that it is neither a lobbyist, nor lobbying firm, nor an agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. However, the NCTA has certified that it is a private entity that retains or employs a registered lobbyist, and that no registered lobbyist will accompany you on *any segment of your trip*.²

Based on information and materials available to the Committee, and assuming the **actual** travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this one-day (exclusive of travel time and one overnight stay) trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, the NCTA is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the

¹ The term “necessary expenses” has a specific definition. See *Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

² The term “any segment of your trip” has a specific definition. *See id.* at 3.

